

Student Information

0800 TPP INFO
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About Us

At Tai Poutini Polytechnic we're serious about education. Our tutors are all experts in their field, have excellent industry connections and are passionate about teaching.

We are part of Te Pūkenga, the national vocational tertiary education provider, with campuses on the West Coast and other NZ locations. This means we have access to more resources, can provide more options and flexibility for learners and we have plenty of opportunities for innovation.

Once fully established, Te Pūkenga will provide a flexible combination of campus-based, online and work-based learning to meet the needs of learners and employers. We are playing a big part in the sector reforms, testing new ideas, being proactive with initiatives and focusing on getting great outcomes for our learners.

Tai Poutini Polytechnic has campuses in Auckland, Christchurch, Wanaka, Westport and Greymouth. Greymouth students have the option of living in Tai Poutini Polytechnic's own student accommodation facilities. A home away from home while you're studying. Tai Poutini Village offers 58 individual rooms and shared facilities for students. Village staff provide you with a living environment which encourages and supports the educational mission of the Polytechnic, supporting students in their chosen programme of study, and helping them to develop personally, socially and culturally.

Applying to enrol as a student at Tai Poutini Polytechnic is simple. If you require more information or wish to speak directly with a tutor please email us at: study@tpp.ac.nz or call 0800 TPP INFO.

tpp.ac.nz/studentinfo

Student Services

Introduction

Student Services staff provide support, advice and advocacy for any problems you may encounter while studying at Tai Poutini Polytechnic. Services provided include:

- Advice and support with StudyLink applications
- Study and learning support
- Health and wellbeing
- Programme course information
- Scholarship information
- StudyLink general query support
- Finance and budgeting help
- Referrals to external agencies
- General advice on coping with all aspects of student life
- Access to free independent counselling service
- Information on discounted medical services
- Advice on career/study pathways, CV writing and job interview preparation

Support Services Contacts

Greymouth Campus

David Mason

Email: davidm@tpp.ac.nz

Direct Dial: (03) 769 9452

Jodie Knipe

Email: jodiek@tpp.ac.nz

Direct Dial: (03) 769 9409

Free Phone: 0800 877 787

Auckland Campus

Tenaea Te Aika

Email: tenaeat@tpp.ac.nz

Mobile: 027 839 8260

Learning and Disabilities

Kia Ora, Welcome.

Information, resources and support services are offered to students with disabilities and students with learning difficulties.

You may need to complete a needs assessment before you can access disability support. Contact the Learning Support and Disabilities Co-ordinator at your campus to arrange a time to do this. You should be able to provide evidence of needing support and, if required, be available for assessment.

Please ensure you have the support you need before your programme of study begins.

Campus Access

If you experience any difficulty with campus access, please notify a Learning Support and Disabilities staff member.

Disabled Parking

Each campus has clearly defined disabled parking.

Learning Support and Disabilities Contacts

South Island

Bram de Vries

Email: bramdv@tpp.ac.nz

Direct Dial: (03) 769 9454

North Island

Tenaea Te Aika

Email: tenaeat@tpp.ac.nz

Mobile: 027 839 8260



Student Services

Māori and Pasifika Support Services

Nau mai, haere mai ki te Kuratini o Te Tai o Poutini.

Enrolling in tertiary education is a major stepping stone to your chosen career and it is important you study in a supportive and culturally friendly environment.

We can help you with

- Scholarship and grant applications
- Hapū, Iwi, and community contacts/links
- Study and learning support
- Mentoring/welfare support
- Health and wellbeing
- Academic support

***“Nāku te rourou, nāu te rourou
ka ora ai te iwi”***

*“With your basket and my basket
the people will be fed”*

Māori and Pasifika Support Services Contacts

Tai Poutini Polytechnic

David Mason

Email: davidm@tpp.ac.nz

Direct Dial: (03) 769 9452

Student Transportation: Greymouth - Hokitika

Tai Poutini Polytechnic may provide a bus service for Tai Poutini Polytechnic students living in the Hokitika area. This is determined on an annual basis, according to demand. A TPP staff member will contact students who live in the Hokitika area in January of each year to assess if there is a demand for the service.

When operating, the service runs Monday to Friday during term times, between Greymouth and Hokitika return.

Pick-up times are:

7.45 am Stafford Street Dairy

7.50 am Fitzherbert Street Store

7.50 am Cnr Keogans Road/SHW 6

7.55 am Arahura

8.00 am Cnr Stafford Loop Road/SHW 6

8.10 am Kumara Junction

Departure time from Greymouth Campus:
4.35 pm sharp at the Puketahi Street entrance

For any enquiries regarding the service, please contact the Greymouth Campus Reception on 0800 800 411, or 03 769 9400.

For bus service updates please visit www.tpp.ac.nz/transportation



Wellbeing

TPP has a support network of people who are ready to listen, understand and help.

There are many things that can impact your wellbeing and affect your study; such as academic stress, mental and physical health and alcohol and drugs.

If something is affecting you, or one of your peers, please seek help. You can begin by talking to Student Support. Our staff are experienced at providing advice and guidance on a range of issues. If they can't help you directly, they can put you in touch with someone who can.

Student Cafe - Greymouth

Food is fuel for the brain and you'll be able to keep your tank full at the Dash-in café. With a range of healthy food options, our café is a great place to grab a bite and relax with your classmates between study sessions.

The Dash-in café is located centrally within the Greymouth Campus and also serves as an information hub for students. A variety of food is served throughout the day from 8am-2.30pm. Outside of these hours, there is a drinks vending machine as well as a small self-service kitchen.

Library Services

More than just books and study guides, Tai Poutini Polytechnic's library is designed to support students in their study and research. Staff are available to assist students in a variety of ways; from help with computers and academic writing, to accessing and using a range of resources. You're not alone when you're studying with Tai Poutini Polytechnic, organising our library facilities to make them useful and appealing to students and for the wider community.

Collections are tailored to the requirements of Tai Poutini Polytechnic's study programmes. The Greymouth campus central library holds the largest collection. Small collections can be found in Westport, Wanaka and Auckland, which relate to the programmes offered at these campuses. Online resources are accessible across all Tai Poutini Polytechnic sites.

Our friendly staff can help library users to get the best from their time, by providing easy access to the numerous resources that are available.

Student Services

Fees Free Education

First year fees free.

Tertiary education will be fees-free for those who haven't studied before – right across all Tai Poutini Polytechnic's great study programmes.

What is it?

Students can get one year of tertiary study up to the value of \$12,000 fees-free.

Who is eligible?

You may be eligible for Fees Free if you are:

- a New Zealand citizen or ordinarily resident in New Zealand;
- have previously enrolled in less than 60 credits at Level 3 of tertiary study or training.

What programmes are eligible at Tai Poutini Polytechnic?

All full-year and half-year programmes at TPP are eligible for the fees free scheme.

For further information on the fees free scheme, visit www.feesfree.govt.nz and make sure you have your National Student number on hand to make the process nice and easy.

Youth Guarantee Scheme

What is the Youth Guarantee Scheme?

The Youth Guarantee Scheme (YGS) is for young school leavers aged 16-19 years who want to move into tertiary study to gain a Level 1-3 qualification.

Students who meet the eligibility criteria may apply for a fees free place on selected programmes, with the aim of achieving a qualification.

A student who meets the eligibility criteria may receive up to two years of YGS provision, subject to availability.

Who is eligible?

You may apply for a YGS place if you:

- are a Domestic Student
- have left school, and do not hold a qualification level 3 or higher
- are 16 to 19 years of age or; are 15 years of age at the time of commencing your study, and have an early leaving exemption from school
- are enrolling in either a 120 credit programme, or two programmes of at least 40 credits each, or studying at least 50% of a full-time, full-year enrolment
- have not already used 2 years of YGS funding.

YGS students under 18 years of age must agree not to apply for course related costs or the living cost component of a Student Loan. Students of any age can apply for a Student Allowance if they meet the StudyLink eligibility criteria.

Travel Assistance

YGS students are eligible for assistance with transport to attend their programme. At some campuses this may be through providing a transport service, while at others students may be able to claim the cost of their travel. Each student seeking assistance must complete a Travel Assistance Application Form as part of the YGS application.



How do I apply for a YGS place?

Complete the Tai Poutini Polytechnic enrolment form and the Tai Poutini Polytechnic YGS application form. You can still apply for a YGS place if you have already been accepted onto a programme. Application forms and more information can be found on our website or contact Greymouth Campus Reception.

Contact Details

If you have questions about any of the above fees free options, just get in touch with us at info@tpp.ac.nz, or on our free phone number 0800 800 411.

Why wait? Apply now: <https://www.tpp.ac.nz/enrolment/apply-online/>

YGS Programmes

NZ Certificate in Agriculture (Level 3)
Business Administration and Technology (Level 3)
Food and Beverage Service for Cafes and Restaurants (Level 3)
Tourism (Level 3)
Hard Stone and Jade Carving (Level 3)
Automotive Engineering (Level 3)
Mechanical Engineering (Level 3)
Carpentry (Level 3)
Civil Plant Operation (Level 3)

Targeted Training and Apprenticeship Fund (TTAF)

The government is funding free training in critical industries to help get the economy moving. The training is free for everyone enrolling in key programmes until 31 December 2022. The aim is to support all learners looking to gain skills or re-train in key industries where demand from employers is already strong or is expected to grow.

Industries included in the free training scheme are:

- Primary industries, including agriculture, horticulture and viticulture, fisheries (including aquaculture) and forestry;
- Construction, including building, plumbing, and civil engineering;
- Community support, including youth work, care for elderly, counselling and community health, including mental health and addiction support;
- Manufacturing and mechanical engineering and technology;
- Electrical engineering; and
- Road transport (e.g. heavy vehicle operator).

Programmes offered at Tai Poutini Polytechnic include:

- Training Scheme in Heavy Commercial Vehicle and Machine Tyres
- Short Award in Pendant Crane (Level 3)
- New Zealand Certificate in Agriculture (Level 3)
- New Zealand Certificate in Mechanical Engineering (Level 3)
- New Zealand Certificate in Construction Trade Skills (Level 3)
- New Zealand Certificate in Infrastructure Works (Level 3)
- Diploma in Quarrying and Mining Supervision (Level 5)
- Training Scheme in Quarrying and Mining Supervision (Level 4)

Find out more at: www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/targeted-training-and-apprenticeship-fund

Foundation Education

Enrolment on any level 1 or 2 foundation programme is free.

The aim is to ensure that anyone wanting to gain the core foundation skills required for success in life for higher vocational study, training and employment. Key components of these programmes will include literacy and numeracy development, developing skills to pathway into industry, and completion of Level 1 and Level 2 qualifications.

Who is eligible?

You are entitled for Foundation education if you:

- Do not have a Level 1 or Level 2 qualification; and
- Are willing to commit to studying towards gaining a qualification at Level 1 or 2.





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West Coast



Student Awards and Scholarships

Introduction

Student awards and scholarships are offered each year, enabling students undertaking full-time programmes at Tai Poutini Polytechnic to receive financial assistance.

Applications must be made using the appropriate forms (available from reception or via the website) and received at the Polytechnic by the closing date.

Applicants must meet the eligibility criteria stated in the terms of reference for each award. For more information, please contact our reception or visit our website: www.tpp.ac.nz/awards

There are also scholarships and awards offered by other organisations. For more information, please check out the Generosity New Zealand website for givME (paid account available on campus computers) at www.generosity.org.nz/giv-me

South Westland Community Activities Trust Attendance Assistance Awards

Four annual awards of up to \$800 each (or \$200 per term) will be awarded to assist with the costs associated in undertaking a full-time programme of at least 17 weeks' duration at Tai Poutini Polytechnic West Coast Campus. The awards are made solely to assist with costs associated for that student to attend their programme for example – travel, child care etc.

For further information, including the terms of reference, closing dates and application form please see our website: www.tpp.ac.nz/awards&scholarships

South Westland Community Activities Trust Entrance Awards

Three annual awards of up to \$1,000 each will be made to students enrolled in, or preparing to enrol in a full-time programme of at least 17 weeks' duration at a Tai Poutini Polytechnic West Coast Campus. The awards are made solely to assist with programme fees, course-related costs or expenses.

For further information, including the terms of reference, closing dates and application form please see our website: www.tpp.ac.nz/awards&scholarships

West Coast Trades Academy Training Scholarship

Tai Poutini Polytechnic sponsor one West Coast Trades Academy Training Scholarship of \$1,000 to assist a Tai Poutini Polytechnic's Trades Academy student study at Tai Poutini Polytechnic. The money can be credited directly towards programme fees, compulsory courses-related costs or expenses (for example – Tai Poutini Polytechnic student accommodation rental, course-related tools or materials), and may not be applied to any non-academic purpose. Evidence of purchase of any course-related tools or materials will need to be submitted.

The scholarship will be awarded to a high school student who:

- has demonstrated a high level of



achievement in their Tai Poutini Polytechnic Trades Academy programme;

- is committed to developing a career in their elected Trades Academic course of study; and
- wishes to pursue further training and education at Tai Poutini Polytechnic.

Cave Creek Student Memorial Scholarships

The Cave Creek Student Memorial Fund was established to honour the 13 TPP Outdoor Recreation students who lost their lives when a viewing platform collapsed at Cave Creek on the West Coast on 28 April 1995.

Students enrolling in any full-time outdoor pursuits programme (NZ Certificate in Outdoor and Adventure Education, NZ Diploma in Outdoor and Adventure Education, or the NZ Snowsport Patrol and Avalanche Risk Management) at Tai Poutini Polytechnic are eligible to apply for one of up to 10 academic scholarships. All applicants are required to be New Zealand citizens. The value of the scholarships will vary – in the past few years the amount awarded has been approx. \$1,500 each for programme fees or course-related costs and expenses.

Please refer to the Terms of Reference for closing dates.

Allan Beaumont Award

The Allan Beaumont Student Award was established in 1997 following the retirement of Mr Allan Beaumont from the position of Chair of the Tai Poutini Polytechnic Council. The Council wished to acknowledge his substantial contribution to the development of tertiary education in the West Coast region over the last 20 years. Following discussions with Mr Beaumont, an award has been established valued at \$1,500 per annum for a full-time student attending Tai Poutini Polytechnic.

The Award is to be made annually to a student enrolled in, or preparing to enrol in, any full-time programme at a Tai Poutini Polytechnic West Coast campus and who:

- are 30 years of age or over as at 1 January in the year of their programme of study
- are either returning to formal education after a long absence or have never previously had the opportunity to undertake further study
- can demonstrate financial hardship

For further information, including the terms of reference, closing dates and application form please see our website: www.tpp.ac.nz/awards&scholarships

Student Loans and Allowances

Student Loans

Student loans are a government loan for New Zealand students that you repay through the Department of Inland Revenue when you start working.

To qualify for a student loan you must:

- be a New Zealand citizen,
- or an Australian citizen or permanent New Zealand resident who has lived in New Zealand for at least three years;
- be enrolled in a Ministry of Education approved full time or part time programme (the equivalent of at least 12 weeks full time).

There are three parts to the loan that you may be eligible to borrow:

- Course fees
- Course-related costs (up to \$1000)
- Living costs

To apply you will need your IRD number, your bank account details and a certified copy of your birth certificate or passport. Apply early! It can take at least three weeks to process your loan application. For further information or apply online at www.studylink.govt.nz

Student Allowances

New Zealand students attending a full-time programme of 12 weeks or longer and who are 18 years or over may be eligible for a student allowance. Students who are 16 and 17 years of age may also be eligible. Allowance rates may be affected by a student's parent's income and can be topped up via a student loan in some situations.

For more information, eligibility and apply online go to www.studylink.govt.nz

Phone: 0800 88 99 00

Apply early as it can take at least three weeks to process your application.

Work and Income

Assistance may be available to you through Work and Income if you're planning to do a work-related course and you get one of the following benefits:

Sole Parent Support

Supported Living Payment

Young Parent Payment

Contact Work and Income for further information

Phone: 0800 559 009

Website: www.workandincome.govt.nz



Accommodation

Introduction

Tai Poutini Polytechnic has an accommodation village available for students studying at our Greymouth Campus. The village is situated in close proximity (200 metres) of the Greymouth campus. This is owned and managed by TPP. Staff members are available to provide support and pastoral care while students are living within the Student Village. Accommodation options for students studying in Westport and Wanaka are listed on this page.

Tai Poutini Polytechnic has a duty of pastoral care to all of our students, and specific requirements for residents of our accommodation under the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 to ensure that our residents live in a safe environment and have a positive experience that supports their educational achievement and personal development.

Greymouth Accommodation

Location

Tai Poutini Village units are all in close proximity (200 metres) of the Greymouth Campus, as well as the Greymouth central business district.

Charges

Weekly rental is \$157.00 per room

(inclusive of electricity). Upon acceptance of your application, an initial payment of \$764.00 is required within five working days to secure your place. This is made up of:

- Property Bond \$350.00
- Two weeks' rent in advance \$314.00
- Administration fee (non-refundable) \$100.00
- Total \$764.00

Facilities

Fifty-eight rooms are available, consisting of shared housing and single units.

What is supplied?

- Beds - king singles
- Washing machines and dryers (require \$2 to operate)
- Communal drying room
- TVs (common areas only)
- All units have a landline for local calls only
- All units are supplied with fridge/freezer, furnishings, microwave, jugs, toaster and basic cooking equipment
- WIFI

What do I have to supply?

- All bedding (duvet, blankets, sheets, pillows, pillowcases), towels, flannels and tea towels
- Insurance to cover personal belongings
- As the accommodation is self-catering, meals are residents' responsibility

General

- There is zero tolerance to illegal drugs, alcohol, cigarettes or vaping.
- All residents must be at least 18 years of age.
- Accommodation is self-catering.
- Cleaning equipment is supplied, but residents are required to supply their own cleaning products.
- Residents are expected to respect the House Rules that are published in each house/unit.
- There is limited off-street parking.
- Pets are not permitted.
- All rooms are subject to periodic inspection.

Method of Application

Applicants for student accommodation are required to complete the application and referee form which is available from Greymouth Campus Reception or our website www.tpp.ac.nz/student-info/accommodation/. As there is limited accommodation available, we encourage you to apply as early as possible.

Please note that we cannot confirm your place in accommodation until you have been accepted onto a programme at Tai Poutini Polytechnic.

Applications will be reviewed by the Student Accommodation Committee, commencing in September prior to your year of study. You will be notified of the results of your application as soon as possible.

Please note:

- Room allocation will be determined by Tai Poutini Polytechnic. Where possible, we house students from the same programme together. If you have a special request, please note this on your application form for consideration.
- A Residency Agreement must be signed to secure a room or be placed on the waiting list.

- The initial payment, as described in the "Charges" section above, is required to secure a room.
- Residents are required to supply the name and contact details of a nominated person should their wellbeing or behaviour cause concern.

Please send your application and supporting documentation to:

Rebecca Stanger

Student Accommodation Co-ordinator

Email: rebeccas@tpp.ac.nz

or post to:

Tai Poutini Polytechnic

Private Bag 607

Greymouth 7840

Accommodation in other areas:

Westport Accommodation

Westport Kiwi Holiday Park (03) 789 7043

Bazil's Hostel (03) 789 6410

Pakington Ensuite Homestay 021 252 2780

Foc'sle Hostel (03) 789 6226

Triplinn Hostel - YHA 0800 737 773 or
(03) 789 7367

Wanaka Accommodation

A range of accommodation is available in Wanaka including rental housing, private board, hostel/backpacker and five camping grounds.

Some students arrange accommodation as early as possible in order to secure a place. Students who don't secure their accommodation before arriving in Wanaka typically spend a week in a motor camp before they get sorted. Please complete the "Sharing of Contact Information" section of the ski patrol questionnaire and return if you are interested in sharing accommodation with other Ski Patrol students.

Rental housing

The average rental price for a 3bedroom unfurnished house in Wanaka is around \$600 per week. This equates to approximately \$150 per person per week. Houses can come furnished or unfurnished.

Currently, the rental market in Wanaka is very competitive and joining the Upper Clutha Trading Post Facebook page can be a good start to finding accommodation.

Private board

Private board often includes meals, power and phone. Prices vary and are usually advertised in "The Messenger".

Camping ground

There are several camping grounds in the Wanaka area with a range of cabins, tents and caravan sites.

Hostel/Backpacker

Typically facilities include single or twin share rooms, kitchen and common room. The average rate is \$25.00 per night. Cheaper rates are negotiable for long term stayers.

Wanaka accommodation option contact details:

Wanaka Top 10 Holiday Park	03-443 7766
Lake Outlet Holiday Park	03-443 7478
Wanaka Lakeview Holiday Park	03-443 7883
Mountain View Backpackers	0800 112 201
Wanaka YHA	03-443 1880
Lake Hawea Holiday Park	03-443 1767
Matterhorn South Lodge and Backpackers	03-443 1119
Mt Aspiring Holiday Park	03-443 7360

Real estate agents that may also be able to help you find accommodation:

Harcourts Real Estate	03-443 7829
Home & Co	021 225 7368
Realestate.co.nz	

The list above is not exhaustive.

Advertisements can also be placed in Wanaka's local newsletter 'The Messenger' read online: <https://mymessenger.co.nz/archive/>

Satellite towns of Hawea, Albertown and Luggate also offer potential rental properties within 10 minutes' driving time of Wanaka.



Coast Connect Employment & Career Hub

Coast Connect is connecting our region

Coast Connect creates opportunities for Coasters to connect by creating relationships and finding jobs. Coast Connect works with job seekers, students, local businesses, training providers and employers to create better outcomes for the West Coast.

What is Coast Connect Employment & Career Hub?

Designed specifically for the West Coast, Coast Connect is a physical hub where people can drop in to get assistance with their search and help prepare you for employment. Coast Connect is equally focused on job seekers and employers – so we're here to help you find a job, or help find you the skilled staff you're looking for.

How can Coast Connect help me?

Coast Connect Employment and Careers Hub

The Coast Connect Employment and Careers Hub is open to the public at Tai Poutini Polytechnic's Greymouth campus and you're welcome to drop in. The hub is off the front carpark at Tai Poutini Polytechnic (follow the flag and footprints on the concrete). At the hub, you'll be able to speak with Coast Connect staff who can help you with advice with study options, help prepare your CV and your interview skills and much more.

Coast Connect business and industry liaison

Tai Poutini Polytechnic staff and Maree from Coast Connect spend time out in the region; talking to industry representatives, local employers and businesses to find out what skills they are looking for and help get local job seekers prepared for real jobs. We're always keen to talk, so if you haven't heard from us, give us a call on 0800 CCNCT (0800 226 628).

Resources and services

At the Coast Connect Employment and Careers Hub you'll have access to resources to help you prepare for your new career. These include:

- Information on career and study options
- Job search
- CV guides
- Assistance with interview skills and preparation
- Career action plan creation
- Support and encouragement
- Career planning tools
- Internet access to help with the job process
- And more!

Links to help you now

There's plenty of information online to help with your job search. We can talk through what's out there, or take a look at the following links.

- Create a professional CV: www.careers.govt.nz/tools/cv-builder/
- Discover your career interests: <https://www.careers.govt.nz/tools/careerquest/>
- Search for West Coast jobs: www.coastconnect.co.nz
- Create a career development plan: www.careers.govt.nz/tools/personal-development-plan/
- Connected is a service to help New Zealanders connect to the wide range of Employment, Education and Training supports and advice available through government agencies: www.connected.govt.nz/

Contact Coast Connect

- Call Coast Connect on 0800 CCNNCT (0800 226 628)
- Drop in to the Coast Connect Employment and Careers Hub at Tai Poutini Polytechnic's Greymouth campus
- Email Coast Connect's Maree Thomas at mareet@tpp.ac.nz
- Visit the website www.coastconnect.co.nz

The Tai Poutini “Edge”

Version 02.08.2022

Tai Poutini is nestled between the wild Tasman Sea and the grand Southern Alps. People who live on the West Coast know what it takes to live on the edge. Confidence, skills and a “can do, will do” attitude set them apart.

Tai Poutini Polytechnic graduates are out there on the edge doing it!

He aha te mea nui o te ao?
He tangata, he tangata, he tangata!
What is the most important thing in the world?

It is people, it is people, it is people!

0800 TPP INFO
tpp.ac.nz
study@tpp.ac.nz